



CALL FOR APPLICATIONS: WRITING RETREATS 2026

The Centre for Graduate Support is calling for applications for writing retreats by Faculties, Schools or Departments. The CGS will not accept individual applications.

Purpose

The purpose of writing retreats is for staff within UFS Faculties, Schools or Departments to undertake two to three consecutive days of journal article writing. The articles should be intended for publishing in peer-reviewed journals that are listed under recognised databases such as ISI, IBSS, SCOPUS, DHET or SciELO SA.

Who can apply?

- Departments
- Schools
- Faculties

How to apply?

Submit all applications to MakatiP@ufs.ac.za. Please write Writing Retreat Application on the subject line.

The deadline to submit applications is **27 March 2026**.

The application should include:

- A cover letter.
- An application form with a list of the selected participants (staff) who want to complete manuscripts for journal submission. The targeted peer-reviewed journal(s) should also be included. *Please include a report if any of the participants have previously attended CGS-funded retreats.*
- A letter of endorsement from the HoD or Dean.
- A comprehensive itemised budget, including quotations and the total amount required.

Date of writing retreat:

Must be hosted during the period of April – July 2026. The retreat should be a maximum of three consecutive days (maximum of two nights).

Expectations:

- Completed articles at the end of the writing retreat.
- A progress report from each Department, School or Faculty within three months after the writing retreat.
- Indication of articles accepted for publication.

Important to note:

- Should the applicants change the dates or arrangements, a new application must be submitted.
- Submissions with applicants listed in other applications will not be considered.
- The CGS will process the costs.
- Departments will be liable for all payments if they proceed with the writing intervention before authorisation(s) (in the form of an issued PO) from the CGS.
- Applicants are not allowed to apply for funding more than once to complete the same article.
- Any Department, School or Faculty that does not submit progress reports may suffer one or both of the following two consequences:
 - Pay a portion of the costs incurred for the writing intervention.
 - Be excluded from future calls for writing intervention.
- Please inform the CGS should there be any issues or problems.

Enquiries: Contact Dr Pamela Makati at MakatiP@ufs.ac.za or call 051 401 3174 for more information.